



## Student User Agreement for Oranga School

### ORANGA SCHOOL STUDENT USER AGREEMENT OVERVIEW

Digital technologies and devices like iPads and computers are tools that can help us learn at school in all sorts of ways. We can look at interesting things online, talk to people, create new ideas, and learn how to do different things on apps and websites.

When we use digital technologies, we need to learn how to keep ourselves safe, and make good choices in ways we behave when we are online. At Oranga School we call this being a 'digital citizen'. Good 'digital citizens' help to make our school a safe and positive place for everyone.

This agreement shares what Oranga School does to help make learning online safe, and what we need to do. It is not always easy to understand everything about online spaces, because there are so many things to use and explore, and that's why it's important that we all try to make it as safe as possible.

### ORANGA SCHOOL ROLE

Oranga School wants to help you learn in the best ways we can and keep you safe at school.

Oranga School wants to help you learn in the best ways we can, and keep you safe at school, whether you are online or offline.

#### New Entrants, Year 1 and Year 2 teachers will do this by:

- helping you to know how to be an awesome 'digital citizen'
- helping you to know what you need to do to keep safe online
- helping you to know what to do if you are worried or upset by anything or anyone online
- making sure we have learning times at school where you can find out more about keeping safe online and safe ways to use your device or computers

#### Year 3, Year 4, Year 5 and Year 6 teachers will also do this by:

- making everybody aware of their responsibilities
- planning lessons where you can learn about positive online behaviours and ways to keep safe
- overseeing students' use of school's digital devices and online spaces
- using filtering software to protect everybody
- helping students who need support to deal with online problems even if these happen outside of school hours
- keeping the personal information, the school collects about you safe
- protecting your rights to a safe and positive online environment
- providing opportunities to use digital technologies when learning at school
- having a plan to help you when something serious or illegal happens that involves digital technology or online spaces. This might include getting in touch with the Police or Netsafe.

### STUDENT ROLE

We want our school to be a place that is safe and friendly, where we can learn, play and explore. To do this we need everyone to choose safe, careful, and fair ways of using devices and online spaces. As a 'digital citizen' this means:

- I will **protect** my private information and the information of others. I will **log out** and **not share** my password information with others (except my parents and teachers).
- I will **look after** ICT devices by being **gentle** (eg. carry with 2 hands, press gently on the keyboard) and **sensible**; don't be rough, break them or steal them.

- I will use my device/apps for **learning only** (what the **teacher has told me** to do).
- I will only use a digital device/internet if a **teacher is near to me** and knows that I am using it.
- I will make sure that I am **safe and appropriate** when I am online. I will **seek help** if I feel unsafe. I will **talk** to my parents/adults if I want to meet someone in real life who I talk to online and don't know
- I will **respect** myself and others when I am online. I will use **kind** and **caring** words. I will **look after** other people's work. I will **think** before I write comments. I will ask for permission before sharing someone's work, image or video.
- I will **work well with others** on digital projects. I will **listen** to others and ask questions to **understand**. If I know my friend is having trouble online, I will try to **help** them.
- I will use my **time wisely**, I won't waste it. I will **encourage others** to stay on task.
- I will stand up and say **"No" to Cyberbullying**. I will **tell an adult** if someone is being unkind or harmful. If I know that my friends are having problems online, I will try to **help** them. If I see that someone is being unfairly treated online, then I will **speak up** rather than just watch it happen.
- I will be **careful to share** the things I can feel **proud** of or would be happy sharing with someone face to face.
- I will be mindful of how much time I am spending online and remember it is important to do other stuff away from devices.
- I will be aware of **"stranger danger"** when I am online. I will not agree to meet someone I have been talking to online and will tell a trusted adult if anyone asks me to meet them.

## WHEN THINGS GO WRONG ONLINE

Even when people try to do the right thing, sometimes things go wrong. If you or somebody you know does something online that isn't okay maybe by accident or on purpose, your teachers at Oranga School will help you to sort it out. If you see things online that make you feel worried or upset, your teachers at Oranga School will help you sort it out. The important thing is to tell a teacher or another adult you trust.

**Online bullying.** Online bullying is not okay at our school at any time. If somebody is saying mean or hurtful things about you or somebody else online, talk to a teacher or trusted adult. They will help you with what to do. Don't delete or hide the messages or pictures because these are important to show what has been happening. Turn your screen off and then go tell a teacher or trusted adult.

**Report a problem.** If you see something online that you don't think should be there, tell a teacher or a trusted adult at school as soon as you can. This is really helpful, and means we get to fix the problem quickly. The school will look and see how to fix it, and take away the problem.

**Online safety support.** Netsafe helps people to be safe online. They can help you or your family if you are having problems online. They have free, private help for you and your family for any online safety problems, and they are there to help seven days a week. You can get a hold of them on the phone 0508 638723 or their website at [netsafe.org.nz](http://netsafe.org.nz)

## PARENT/ WHĀNAU/ GUARDIAN DECLARATION

### Student Name:

I know that if my child makes choices or behaves in ways that don't align with this Student User Agreement there may be consequences or outcomes in line with the school behaviour plan. I know that this Student User Agreement applies to both school device or one your child has brought from home.

### Please tick the boxes and sign below

	I understand this agreement and that this is in place to keep students safe online.
	I give permission for my child to have access to digital devices for use at school to support learning.
	I give permission for my child to have their work published on the school website and class blogs.
	I give permission for my child's photo to be used on the school website and class blogs.

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_